Fire Watch

A **FIRE WATCH** is a strategy put in place when a school's fire alarm, sprinkler, or other fire suppression system is inoperable – often due to a power outage – while the risk of fire danger is high. A fire watch involves assigning a staff member to continuously patrol the campus looking for fire and signs of fire in the surrounding community and ensure that egress routes are clear.

Fire Watches commence at the direction of the School Incident Commander, with the approval of the Fire Marshall, and require staff to continually patrol the school site for evidence of smoke, fire, or any abnormal conditions, including sirens in the neighboring area.

REQUIRED FIRE WATCH RESPONSIBILITIES:

- Conduct continuous patrol of the school building and outside campus
- Follow the same specific route around the campus to ensure all areas are covered
- Identify any fire, smoke, or property hazards, including blocked doors or passageways in case the need to evacuate occurs
- Immediately report any potentially dangerous situations or hazards to the School Incident Commander (and fire department)
- Immediately sound the emergency sound horn or bullhorn if fire is detected, to notify the School Incident Commander to initiate Evacuation
- Assist in evacuation protocol, if required
- Document the patrol a minimum of once every hour
- Maintain Fire Watch activity log for inspection by the Fire Department

PREPARATION FOR STAFF ON FIRE WATCH:

- Familiarity with all facilities, including the location of fire extinguishers and hoses
- Training in fire safety, including the use of a fire extinguisher and hoses
- Training in fire prevention and occupant and fire department notification techniques
- Ability to communicate with Incident Commander and fire department

REQUIRED FIRE WATCH MATERIAL:

- Map of school site with a specific route to follow
- Fire Watch Activity Log
- Evacuation route
- Emergency sound horn or bullhorn
- Walkie talkie/radio/working cell phone

SAN MATEO COUNTY OFFICE OF EDUCATION

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Fire Watch Activity Log

School: ____

Address: ____

Staff Member on Fire Watch: ____

Date/Time of Fire Watch: ____

TIME	LOCATION	ACTIVITY	RESPONSE